

August 2002

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

INTEGRATED WASTE MANAGEMENT BOARD

**WASTE TIRE TRACK AND OTHER RECREATIONAL
SURFACING GRANT PROGRAM FY 2002/2003
APPLICATION**



Available to the Following Public Entities in California that Operate Public Recreational Facilities Open to the Public During Normal Recreational Hours: Cities, Counties, City and County, Park Districts, Special Districts, Public School Districts, State Owned Recreational Facilities, Colleges, Universities, and Qualifying California Indian Tribes.

Applications must be mailed by Friday, November 1, 2002
Hand-delivered, late, faxed or E-mailed applications
after November 1, 2002, will not be accepted.

**Maximum Points: 100
Applicants Must Score 70% (70 of 100 Points)
To Be Considered For Funding**

**Waste Tire Grant Hotline Number
(916) 341-6441**

This page intentionally left blank

sample

WASTE TIRE TRACK AND OTHER RECREATIONAL GRANT PROGRAM APPLICATION COVER SHEET

APPLICANT INFORMATION			
Name: Running City Unified School District			
Mailing Address: 5555 Really Fast Road			
City: Running City		County: Runville	Zip Code: 12345
Name and Location of Project: Running City Elementary School, Running Track Running City, California			
Primary Contact/Title: John Runsalot, Superintendent/Principal		E-mail Address: jrunsalot@ireallyliketorun.com	
Telephone Number: 555-555-5555		Fax Number: 555-555-5554	
Secondary Contact/Title: Joan Runsalittle, Maintenance Supervisor		E-mail Address: jrunsalittle@runningisfun.com	
Telephone Number: 555-555-6666		Fax Number: 555-555-6660	
Legislative District Numbers: Assembly: 5		Senate: 5	
Federal Tax Identification Number:			
If a consultant completed the application, provide the following information:			
Company Name:			
Company Address:		Phone:	
Applicant Type: (circle or check one)		Funding Information:	
City	County	City and County	Park District
Special District	✓ School District	College or University	
State Agency	Qualifying California Indian Tribe		
Other: _____		Grant Funds Requested	\$100,000
		Matching Funds (at least an equal amount of grant requested or 50% [if qualified – see p. 17])	\$100,000
		Total Sum of Grant plus Match	\$200,000

Provide a concise project summary below: What, When, How, and Why – limit five (5) sentences

This proposal, submitted by the Running City Unified School District, proposes the construction of a high-quality, handicapped accessible, rubberized (using recycled tire rubber) running track around the perimeter of the Running City Elementary School playing field at Running City High School in Running City, Runville County, California. Site surveying and contracting will occur in Spring 2003 and project construction will take place in Summer 2003. The proposed track, which will be the only free access track in our local area, will serve the needs of high school students for physical education and Running City J.A.W.S. (Jog and Walk Stars). Running City Elementary School is a public park and has free access year round during non-school hours. The proposed track will also be a community running and aerobic walking facility serving the approximately 1900 households on the City of Running City and outlying areas.

**WASTE TIRE TRACK AND OTHER RECREATIONAL GRANT PROGRAM
APPLICATION COVER SHEET**

Certification: I declare, under penalty of perjury, that all information submitted for CIWMB's consideration for allocation of grant funds is true and accurate to the best of my knowledge.

Authorized Signature: _____ Date: _____

Type or print name and title: John Runsalot, Superintendent

(Title must be designated in the Resolution)

☒ **JR Environmental Justice** - Applicant certifies that, if awarded a grant, it shall, in the performance of the grant agreement, conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State. (Please check box and initial.)

Environmental Justice

Public entities that receive grant funding from CIWMB for this grant program must comply with the following principles of Environmental Justice. Environmental Justice is defined in Government Code Section 65040.12(e) as: "...the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies."

Senate Bill 115 (Solis, Statutes of 1999, Chapter 690) broadly requires all California Environmental Protection Agency boards, departments, and offices to conduct their "programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the state."

GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES AND FILINGS^(a)

PLEASE CHECK THE APPROPRIATE BOX FOR EACH PERMIT/LICENSE/FILING (DO NOT attach or include copies of the permits/licenses/filings. KEEP all permits/licenses/filings available for audit.)

			Applicant/Grantee has this current valid Permit/License/Filing	
			Applicant/Grantee will obtain and/or modify this Permit/License/Filing	
			This Permit/License/Filing is not applicable for the business or the proposed project. Insert "N/A" in each applicable green box.	
		N/A	LOCAL GENERAL BUSINESS	REGULATOR OR ISSUER
		N/A	Land Use Permit/Zoning Clearance/Conditional Use Permit	City or County if unincorporated area
		N/A	Building Construction Permit	City or County
		N/A	Business License (not required for unincorporated county areas)	City
		N/A	Fictitious Business Name Filing	County
		N/A	Permit By Rule (PBR) for Permanent HHW Facilities or Temporary Collection Events	City, County or Cal/EPA-DTSC
		N/A	ABOP Notification	CUPA or Cal/EPA-DTSC
		N/A	Waste Tire Facilities Permit	Cal/EPA - CIWMB
		N/A	Waste and Used Tire Hauler Registration	Cal/EPA - CIWMB
		N/A	Hazardous Waste Haulers Permit	Cal/EPA - DTSC
		N/A	Waste Hauler Permit	City or County
			STATE PERMITS AND FILINGS	
		N/A	Solid Waste Facilities Permit	Cal/EPA - CIWMB
		N/A	State EPA Identification Number	Cal/EPA - DTSC
		N/A	Industrial Activities Storm Water General Permit	Cal/EPA - WRCB
		N/A	Waste Discharge Requirements	Cal/EPA - WRCB
		N/A	Corporate, Company or Partnership Filings	Ca. Secretary of State
		N/A	Authority to Construct/Permit to Operate	Air Quality Management District
		N/A	Non-Profit Organization 501 (C) (3)	Secretary of State
		N/A	Prop. 65 Safe Drinking Water & Toxic Enforcement Act	State Health & Safety Code 25249.10
			FEDERAL PERMITS AND FILINGS	
		N/A	US EPA Identification Number	US EPA
		N/A	US EPA - NPDES and/or NSR Permits	US EPA
		N/A	OTHER PERMITS	

(a) This list is not intended to be all-inclusive. Grant applicant may indicate additional information for other critical permits/licenses/filings not listed above.

NOTES:

(BACK)

GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES AND FILINGS^(a)

PUBLIC ENTITY CERTIFICATION: I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 2) where compliance has not been met, have attached a letter describing what has been done to achieve full compliance.

Executed at Tire City, California on July 28, 2003
City and State Date

County of Tire Ville
Grant Applicant / Authorized Signatory Name and Title (print)

Signature of Grant Applicant / Authorized Signatory

Note: Falsification under penalty of perjury may result in criminal and civil penalties. In addition, pursuant to the terms of the grant agreement, any misrepresentations in the above certification shall constitute a breach of contract that could result in non-payment of grant funds to the grantee; relinquishment by the grantee of funds previously paid; termination of the grant; and/or placing the grantee on the Board's Unreliable Contractors List.

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

The application is self-explanatory and contains instructions. The Appendices section provides a sample Budget Itemization Form; a sample Procurement Policies; a list of term and word definitions; an application checklist; and scoring criteria. A completed application should include answers to all eleven (11) criteria as well as the following completed forms: Work Plan; Budget Itemization; Summary of Current and Previous Grant Awards; and a Resolution, Joint Power Agreement (JPA), and/or Memorandum of Understanding (MOU). To assist you, a sample application that includes some of our best responses has been posted on the CIWMB website at: www.ciwmb.ca.gov/Tires/Grants/Track

**GENERAL CRITERIA
NEED
(Criterion #1 – 25 points)**

The grant application clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.)

(10 pts.) Describe your project, why the project is needed, and how it will benefit the community. (Describe the project funding needs and community needs for the recreational surfacing project.) Address identified gap in service availability and/or the current unmet need. (Describe the length of time the refurbished or new recreational surfacing project may not be used if the rubberized surfacing is installed, and how obtaining the surfacing grant will meet the need of the community.)

Running City Elementary School proposes to undertake a three-phase project whose goal is to establish a track facility on the school grounds. The completed project will consist of a graded field with an oval shaped track that measures 1270 linear feet (almost ¼ mile). The track will be six feet wide and have two marked lanes.

Running City Elementary School is a small town school serving 150 children from kindergarten to eighth grade. Teachers, administration and the local community strive to provide a wide array of opportunities to encourage students to engage in a healthy lifestyle offering instrumental music, choral and physical theatre classes, a drama club, aquatics education (surfing, kayaking, and sailing), art instruction from our Artist-in-Residence and free tennis lessons to children by the mayor of Running City. Despite being a small school and despite nationwide emphasis on academics, fitness and sports remain an active and critical part of Running City's curriculum and extracurricular activities. Along with the opportunity to play on basketball and volleyball teams and other intramural sport teams, we also offer a running program call J.A.W.S (Jog and Walk Stars). This is a voluntary program in which students run laps around the field in the morning before school and during recess. When participant achieve mileage goals, they earn ribbons and a certificate and their name is posted on the J.A.W.S. bulletin board in the cafeteria/gym. They also earn toe tokens (little feet kept on a chain) for every five laps they jog/walk. Students completing 100 miles become members of the 100-Mile Club and are awarded a J.A.W.S. 100-mile club t-shirt. The program has monthly challenges with rewards being given to those who meet these challenges. The J.A.W.S. program has been successful, although challenging, due to Running City's high amount of annual rainfall creating slippery grass and mud. If children had a dry, even running surface we could begin a competitive track program. Such a track program would further encourage students in their athletic endeavors, give them the opportunity to interact with children outside our isolated community and stimulate their bodies and minds.

Running City Elementary School is not merely a designated portion of the City of Running City's park system. It is also *de facto* recreational and neighborhood center of the community of Running City. Most school-age children in the neighborhood and greater Running City area attend this school, including approximately 30 Native American students from the Running City Rancheria. The school serves multiple community functions as well as being the local educational institution: Little Runners Preschool, operated by the Runville Child Care Council and the Running City branch of the Runville County Library are housed on the school campus; the men's basketball league utilizes the gym two nights a week; the Lion's Club holds their monthly Pancake Breakfast in the cafeteria; Girl Scouts have used classrooms; and there are many one time uses for local events such as the Clam Beach Run and the Kiwanis Bike Relay. Another important community use of school facilities is utilization of the playing field and playground. The playing field is not only used by the school for P.E. classes, but is used in the fall and spring for youth soccer league and Little League practices and games, and by a men's softball league. The track will be built for three district/community purposes: 1) fitness training for school physical education classes and the J.A.W.S program, 2) a community jogging track that is off road and suitable for all-weather use and 3) a track for the possible formation of a school competitive track team. A track of the proposed size, although not a full-fledged running track, is more than

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

adequate for an elementary school physical education program and also very accommodating for more informal community use including jogging and aerobic walking.

The proposed track facility has the support of Running City, Running City Elementary School staff and parents and individual community members who will volunteer their expertise in the areas of civil engineering, landscaping and surveying. The monetary match to funds requested of the CIWMB would come from Running City (monies received through a city park grant), grant monies received by the students of Running City School for winning the Governor's Reading Award competition and local contributors.

There is a need for a safe and convenient cardiovascular exercise facility for community and school use because the two other tracks within 25 miles of Running City are restricted in their use and access. These tracks are located at Big Runner's High School and Only Running University. These tracks are already heavily used by athletes from ORU, Big Runner's and Fast Runner's High Schools, as well as by ORU employees. The Running City J.A.W.S. program, which began in January 2000, has been put on hold until some type of dry, flat running surface is provided. Obtaining the surfacing grant will allow us to carry out our proposed track project. The Running City School Board of Trustees and Running City have authorized this project, 50% of the funding is in place and contractors have been contacted. With all funding in place we could begin construction at the end of the school year (spring 2003). We should be able to provide a valuable community exercise facility by mid-summer 2003 and get students on the track by the beginning of the school year 2003-2004.

(10 pts.) Describe and document the problem. Support the existence of the problem and project need (described in the first part of this criterion) with data from surveys, maintenance and safety reports, studies, accident reports, etc. Provide statistics about how the community will be affected if new rubberized surfacing from waste tires is installed. (Note: photos of the condition of the existing project illustrating the need will be accepted. Photos do not replace the description.)

At this time, we do not have a dry, flat running surface available to our students except for the asphalt basketball courts. This surface, which is very hard, can cause runners to get shin splints and other impact injuries and injuries from falls can be much more serious. When students jog/walk around the Running City Elementary School field they often end up with wet, grassy, muddy shoes and pant leg bottoms and run the risk of twisting an ankle on the uneven running surface. Parents reported their dissatisfaction with our present track on The School Site Council's parent survey. Teachers have indicated that they would enthusiastically make running fitness a regular part of their PE curriculum if the track surface was safe. When our student won their first Governor's Reading Award competition in spring 2000, they were able to vote on how the \$5,000.00 award would be spent. Over half of the student population voted to put it towards a running track. We have a trail system within our local state park but the trails are steep in places and are often muddy and slippery making them unsafe for physically challenged community members. Parents pushing strollers do not have a safe place to run or jog because of the unsuitable trail system and the narrow, winding roads in our community. Our large population of senior retirees does not have a convenient and safe way to get much needed cardiovascular exercise. An informal survey by Running City indicated that there was a great deal of community interest in a walking/jogging facility. Consequently, when Running City received a \$30,000 city park grant, the city council (most members are senior citizens) voted to designate \$8,000.00 towards the track project. Running City Elementary School students, senior retirees, parents and other community members would benefit greatly by having a track with a flat, dry, pliable surface.

(5 pts.) Describe health and safety threats or environmental concerns for users of this project's surfacing for either existing or new recreational sites (i.e., the community recreating in unsafe/undesirable areas, contamination from animals, debris on surfacing, hard fall surfaces, or other health and safety hazards due to surfacing design, etc.).

We believe that due to slippery grass, mud and gopher holes, our existing running trail poses more of a safety threat than the proposed rubberized track. Runners and walkers run the risk of slipping or twisting an ankle. The only health and safety threats we anticipate are those associated with greater use of the school grounds and playground equipment by students and community members. Increased use during school sponsored races and by the community may cause a greater potential for injury due to tripping or falling. More people will be attracted to our campus, increasing the possibility of vandalism, misuse of school facilities or damage to the track. Damage such as loose rubber or debris left on the track could potentially cause someone to fall or slip. When asked his opinion of rubberized tracks and their health and safety threats, our County Office of Education insurance representative replied, "Rubberized tracks have not resulted in increased injuries. In fact, they have resulted in a decrease of abrasions and sprained ankles." Our rubberized track surface will help to prevent accidents by providing an alternative to muddy trails, narrow roads, and slippery grass. It will also contribute to the health of community members and students by providing a safe place for cardiovascular exercise.

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

**GENERAL CRITERIA
GOALS/OBJECTIVES
(Criterion #2 – 10 points)**

Goals and objectives must describe what you wish to accomplish by completing this grant project.

(7 pts.) Describe specific goals and objectives for the project. (The goals should reflect what you wish to accomplish by providing surfacing for this project. The related objectives should be specific, measurable, relevant to the project, and time-limited. Please see the definitions for goals and objectives in Appendix D.)

Our goals and objectives are as followed:

1. Teachers will incorporate a cardiovascular exercise program into their P.E. curriculum utilizing the track. Teachers will teach their students about the importance of cardiovascular exercise for physical, mental, and emotional health and its affect on learning.

- By the end of the school year 2002-2003, all teachers will utilize the track as part of their P.E. program. Teacher surveys and administrative observation will comprise the assessment.

2. Participation in the J.A.W.S. program will increase.

- Participation in the J.A.W.S. program will increase by 50%. The program will be evaluated and revised to motivate students. Participation before and after the surfacing project will be measured and compared to assess increase.

3. A track team will be formed.

- A track team will be formed by the end of school year 2002-2003. Satisfaction with the track program will be assessed through student and parent surveys.

4. Community members will utilize the track as a convenient and safe way to get cardiovascular exercise.

- The Running City School Foundation will design a survey to evaluate community satisfaction with the track and determine the number of users and their age and gender. This will be accomplished by spring 2003.

(3 pts.) How was identified need as described in Criterion #1 determined for this project? For example: community workshops, planning sessions, user input, surveys, etc.

When the J.A.W.S running program began in January 2000, there were many enthusiastic participants. Enthusiasm began to wane when students realized that they would be running on wet grass most of the time. The Pacific Northwest can be a very soggy environment even when it's not raining. We often have foggy, drippy days that cause the grass to be wet and slippery. Participation and motivation dropped and students began complaining when they realized they would have to wear wet socks and shoes for the day or bring an extra pair of shoes and socks. We also had a hard time motivating our upper grade (6-8 grade) students. Parents of 6-8 grade students felt that their children would participate if a track team were formed and began inquiring about this possibility. Running City School staff and administration felt that this would be a great way to get students involved with running. It would also help create a desire and prepare them for trying out for the track and/or cross-country team in high school. A survey of teachers indicated that at this time, due to hazardous condition of the running path, they do not feel comfortable including a running program as a regular part of their PE curriculum. We also learned, through current brain research, that aerobic exercise increases circulation and blood flow to the brain thereby improving thinking and learning. We realized that building a proper track would provide a dry, level running surface, create a way for students to safely and conveniently get cardiovascular exercise and also motivate them to participate in the J.A.W.S. program. It would also allow us to form a track team. The idea was discussed with the Running City School Board, Parent Teacher Organization (P.T.O.) and School Site Council. The idea was also discussed during Mr. Runsalot's monthly "Coffee with the Principal" meetings open to all community members. When Running City School students won \$5,000.00 from the Governor's Reading Award competition and voted to put the money towards a track, planning began in earnest. The Running City School Educational Foundation began having planning meetings and agreed that the project was feasible with enough support from the school and community. Many forms of exercise are given up as we age, but walking is a lifetime exercise. They also agreed that due to unsafe roads, slippery trails and distant exercise facilities, a track would be ideal. The track project was discussed during Running City Council meetings and

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

was enthusiastically supported. All interested parties then came together and created a plan for achieving our goal of building a track for our students and community members.

**GENERAL CRITERIA
WORK PLAN
(Criterion #3 – 5 points)**

Specific list of all grant eligible procedures or tasks used to complete your project.

(2 pts)

- Identify the staffing from your agency required to complete the proposed project. For example, public entity staff titles, architect, engineer, park planner, etc.

The staffing required from Running City Elementary School is:

1. John Runsalot, Superintendent/Principal
2. Joan Runsalittle, Maintenance Supervisor
3. Amber Veryfast, Administrative Assistant

- List any cooperating individuals and/or organizations and describe their involvement. For example, the Rotary Club, neighborhood volunteers, parents, a private business that will provide volunteer services, etc. (For the purposes of this question, the applicant agency is not considered a cooperating individual or organization.)

The following are cooperating individuals and/or organizations involved in our project:

1. The Running City School PTO, School Site Council, School Board of Trustees and the Running City School Education Foundation were all involved in the early phases of our project. They will continue to advise us during the entire project.
 2. Mike Runner, a Runville County Planning Department Engineer will survey and create a plot plan.
 3. Running Landscapes offered professional advice and will offer volunteer services and heavy equipment when needed during the project.
 4. A Cal Trans employee will help run heavy equipment to help prepare the field for grading.
 5. Running City will provide expertise and assistance from the Parks and Recreation Commissioner, the Public Works Department, and the Mayor.
- Present a specific funding plan for future maintenance and operational costs.

The Running City School Education Foundation, organized and incorporated in 1995, is a non-profit corporation whose purpose is to promote the enrichment of high quality educational opportunities for the children attending Running City School. One of the Foundation's goals is to support, upgrade, and maintain sports facilities. Any future maintenance and operational costs incurred by the track facility will be managed by the Foundation as part of their School Field Maintenance Plan. Any costs that the Foundation is unable to cover will be handled by the school district out of General Maintenance and Deferred Maintenance Funds. Funding for maintenance is supported by the following board policies:

- Board Policy 7451.100 "The State Deferred Maintenance Fund shall be considered as a first priority involvement."
- Board Policy 7411.100 A yearly assessment and report to the Board of funding needs.
- Board Policy 7422.100 Maintenance Contract/Joint Ventures-To use other agencies for maintenance funding the Board may enter into a J.P.A.

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

WASTE TIRE TRACK AND OTHER RECREATIONAL SURFACING GRANT PROGRAM WORK PLAN (3 pts)

The Work Plan is part of Criterion #3 and must match your Budget Itemization Form. The Work Plan must list all tasks, including grant funded and matching activities that are necessary to complete the proposed project. Please number each task. If additional space is needed, the Work Plan form may be reproduced.

Task #	Task Description	Budget		Product or Results	Staff/Contractor	Time Period
		Grant \$	Match \$			
1.	Pre-Installation Phase Project Research <ul style="list-style-type: none"> Meet with engineer and landscape for preliminary plans Contact Engineering Contractors for estimates Contact recycled tire companies for estimates Survey complete plot plan for track <ul style="list-style-type: none"> Field elevations Survey Draw Plans Prepare Field for grading <ul style="list-style-type: none"> Reposition backstop Move baseball benches Remove fencing near baseball diamond Reposition sprinklers Grade Field		\$1500 \$900 \$1080 See Kernan below	Plan developed for track, contractors chosen Track design, blueprints Clear path for track Level track surface	John Runsalot, Superintendent Mike Runner, Engineer Running Landscapes Kernan Construction	Fall 2002 Spring 2003 Spring 2003 Spring 2003

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

2.	Installation Phase Remove sod, place 4" of <u>recycled</u> aggregate base Lay 2" of asphalt concrete			\$90,445	Create base for asphalt Paved Track	Kernen Construction	Spring 2003
3.	a. Rubberize asphalt surface of track leaving approx. 3" of asphalt between grass and track surface- a two layer, spike resistant, colored, permeable, resilient polyurethane athletic surface. Survey track by an accredited surveyor Spray Lanes Border Signage 5% contingency installation phase	\$100,000			Softer rubberized surface Quality assurance Two separate running lanes	Ocean Marker	Summer 2003
	Post-Installation Phase (Hint: In one of the above phases, you must include public outreach and signage information.)			\$850	Sign ready for project completion	Professional sign painter	Summer 2003
4.	a. Inspection by County Safety Officer for quality of installation b. File Reports of completion and evaluation with CIWMB, School Board of Trustees, Running City c. Install signage recognizing the CIWMB. <ul style="list-style-type: none"> Invite local media-newspaper and television news stations d. Advertise track project through school & community newsletter e. Evaluate quality of construction and durability of track with use. Assess level of use and satisfaction through school and community surveys.			\$2,300	Quality Control Completion of Project Recognition for CIWMB and Running City School	Runville County Office of Education Safety Officer Superintendent Maintenance Supervisor, Superintendent	Summer 2003 Summer/Fall 2003 Summer/Fall 2003
				\$300			
				\$2625	Quality control Evaluation of success	Maintenance Sup. Superintendent, School Site Council, Tr. Ed. Foundation	Summer 2003-Spring 2004

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

**GENERAL CRITERIA
EVALUATION
(Criterion #4 – 5 points)**

Measure the outcome of the applicants project.

(2 pts.) How will you determine if the goals, objectives, and tasks for this project have been met (post-construction inspection, use by the community, user surveys, etc.)?

Staff, students, parents and the community will provide feedback to assist us in evaluating the track project beginning with the installation process. The Maintenance Supervisor and Running City Parks and Recreation Commissioner will monitor the rubberized surface of the track after its emplacement and notify the superintendent of any defects and developing problems that should be addressed by the contractor. The School Site Council will field questionnaires a year after the improvements are completed to get student appraisal. Questions regarding the new track facility will be added to the School Site Council's parent survey to field their opinions about the track's use and affect on them and their children. Teachers will be surveyed regarding personal and student track use and suggested improvements. The Running City School Education Foundation will be responsible for gathering information about community use such as how many community members use the track and demographic information including age and gender. The information gathered from all these surveys will be compared to our original goals and objectives. The following board policies support assessment and evaluation of joint ventures and large district projects:

- Board Policy 7113.100 Planning Coordination-Board coordinates plans with local park and recreation agencies (i.e. Parks and Recreation Commissioner, Running City)
- Board Policy 7136.100 Coordinated School and Major Planning Design

(2 pts.) How will you measure the project's impact on the community and the project users?

We will use parent, student and community surveys to measure frequency and duration of use, type of use (jogging or walking), time of day/year for use and overall satisfaction (on a subjective scale). We will use teacher surveys to measure performance against the stated objectives of this project. For instance, we will measure the extent to which the track and cardiovascular health education has been incorporated into the curriculum of each teacher at Running City School. Representatives from Running City and the Running City School District will meet regularly to discuss feedback from users, damage and maintenance issues, accidents, etc. Suggestions, criticism and other word of mouth feedback is easily obtained and responded to in a small community such as Running City.

(1 pt.) Describe any evaluation reports that will illustrate the success of the project.

The results of the parent and student surveys will be written and reported to the Running City School Site Council, the School Board of Trustees and the Running City Council, the Running City School Site Council and Board of Trustees. School maintenance issues appear in the monthly School Board Agenda and will be dealt with on a regular basis. The status and success of the project will also be reported in the Running City School Newsletter, the community newsletter, and the local newspaper to inform and update school families and the community at large. The following board policy provides guidance regarding evaluation reports:

- Board Policy 7431.100 Annual Inspection of Facilities

List staff responsible for the project evaluation and evaluation reports:

Name: John Runsalot Phone Number: 555-555-5545

Name: Joan Runsalittle Phone Number: 555-555-6660

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

**GENERAL CRITERIA
BUDGET ITEMIZATION FORM
(Criterion #5 – 10 points)**

Cost (dollar figure) associated with activities necessary to complete the project. Provide a detailed itemization of funds requested and demonstrate that the project is cost-effective. Attach quotations, estimates, or other documentation to support costs. See page 9 of the Application Information and Instructions for more details. For the products, materials, goods, and supplies used in the performance of this Agreement, the Grantee shall certify under penalty of perjury the minimum, if not exact, percentage of recycled content, both secondary waste and post-consumer waste, as defined in Public Contract Code (PCC) §§ 12161, 12162, 12181, 12182, and 12200, as applicable. This certification shall be provided to the CIWMB Grant Manager on a Recycled Content Certification Form if grant is awarded.

Pre-Installation Phase

(See Appendix B – Budget Sample)

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
1	personnel	1 superintendent @ \$60/hr.- 25 hours		\$1500	\$1500
	bid advertising	See above			
	materials & supplies				
	consultants/contractors	1 engineer @ \$60/hr- 15 hours (volunteer labor)		\$900	\$900
		2 landscapes @		\$1080	\$1080
	other				
		Task 1 Total:		\$3480	\$3480

Installation Phase

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
2	personnel				
	materials & supplies				
	consultants/contractors	Kernen Construction- asphalt base		\$90,445	\$90,445
		(materials included)			
	other				
		Task 2 Total:		\$90,445	\$90,445
Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
3	personnel				
	equipment				
	signage	\$350 for sign \$500 for installation		\$850	\$850
	consultant/contractor	Ocean Marker- Rubberization	\$100,000		\$27,500
		(materials included)			
	other	5% contingency installation phase		\$2,300	\$2,300
		Task 3 Total:	\$100,000	\$3,150	\$103,150

Budget Form continued on next page.

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

Post-Installation Phase

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
4	personnel	1 superintendent @ \$60/hr- 25 hours		\$1500	\$1500
		1 Maintenance Sup @ \$15/hr- 75 hours (track quality control though summer 2004)		\$1125	\$1125
	materials & supplies	Paper for newsletter & surveys		\$100	\$100
	advertising	Mailing newsletter, surveys		\$200	\$200
	other				
		Task 4 Total:		\$2,925	\$2,925
Total Grant Funds (Not more than \$100,000)			\$100,000		
Total Matching Funds (at least equal amount to grant funds or fifty percent (50%) if qualified for financial hardship designation)				\$100,000	
Total Project Funds					\$200,000

***Tips**

Since the cost per tire in Criterion #10 will go up with the total cost of the project, applicants are encouraged to include **only** the minimum match requirement in the budget.

- *This form may be reproduced and enlarged as necessary.*
- *The tasks and corresponding dollar figures in the Budget Itemization Form and the Work Plan Form must match.*
- *Attach quotes and/or estimates to verify reasonable costs.*
- *Round all amounts to the nearest whole dollar.*
- *Check your calculations!!!*

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

GENERAL CRITERIA
COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.
(Criterion #6 – 5 points)

Completeness (2 Pts.)

Applicant must submit:

- X** A completed and signed original and three (3) copies of the application; the original and three (3) copies must be marked as “original” and “copy.”
- X** An application signed by the person whose title is designated in the resolution.
- X** An original and three (3) copies that are double-sided and printed on recycled-content paper, and fastened in the upper left-hand corner (do not bind).
- X** Application must include an approved resolution or a resolution timeline (see sample resolution), as well as a Joint Powers Authority or a Memorandum of Understanding (if applicable).

Letters of Support (1 Pt.)

- X** Application packet includes at least three (3) letters of support for the project.
For the purposes of this requirement, do not include letters of support from the applicant’s agency.
All letters of support must be submitted with your application packet.
Do not send letters to CIWMB separately.

Experience (2 Pt.)

Address the ability of the applicant to coordinate grant activities. Describe the project manager’s experience coordinating similar grants in the space below.

The project manager, John Runsalot, is also the superintendent/principal of the school district and has extensive experience managing projects ranging from school site modernization to district budget development. His experience coordinating the work of maintenance staff and contractors has culminated in the successful completion of a variety of endeavors including the creation of two grant sponsored soccer fields, modernization construction and large scale landscaping improvements. The project manager has also demonstrated success implementing several grants including projects sponsored by the Runville Area Foundation, the Runville Sponsors, the California Arts Council and the Endowment for the Arts.

- Please see attached resume.

The following board policy supports the abilities of the project manager:

- Board Policy 2131.100 Administrative Cooperation County Office, Access of outside expertise
- Board Policy 2113.250 Job description and qualifications to be a superintendent of a school district
- Board Policy 2211.100 Management Rights

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

Previous CIWMB Grant Awards

CHECK ONE BOX

- ☐ Using the table on the following page, list CIWMB grants received in the past three fiscal years (1999/2000, 2000/2001, and/or 2001/2002).

OR

- ☒ This agency has received no other grants from CIWMB.

sample

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

SUMMARY OF CURRENT AND PREVIOUS CIWMB GRANT AWARDS

For Fiscal Years 1999/2000, 2000/2001, 2001/2002 only

Type of Grant	Grant Agreement Number	Grant Award \$	Brief Program Description (1-2 Sentences)	Audit (date/agency)

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

PROGRAM CRITERIA
RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE
(Criterion #7 - 15 points)

Definition of recycled-content purchasing policy or directive: Either 1) a policy which specifies purchasing recycled-content products instead of non-recycled products whenever price, quality, and availability are comparable or 2) a directive or memo instructing recycled-content purchasing practices. Examples include: a re-refined oil purchasing policy or a more general "recycled-content" procurement policy. See Appendix A – Sample Procurement Policies.

(4 pts.)

Does your organization have a recycled-content purchasing policy or directive? Yes ☒ No ☐

Date policy or directive was adopted: 9/13/02 (The policy or directive may be adopted during the application process.)

(2 pts.)

Briefly describe your recycled-content purchasing policy or directive (do not attach your policy/directive):
Whenever feasible, the district purchases recycled products. Purchasing recycled products is not always practicable because of the economy of scale involved and because many local suppliers do not have green procurement policies.

(5 pts.)

Check the boxes that correspond with the types of recycled or re-used products you have purchased or used.

- | | | |
|--|--|--|
| <input type="checkbox"/> Office paper supplies | X Furnishings: benches, tables, chairs | X Shipping boxes |
| X Toner cartridges | X Leisure/play equipment | <input type="checkbox"/> Finishes: paint, wall coverings |
| X Construction/building materials | <input type="checkbox"/> Floor coverings | X Re-used concrete, asphalt, brick |
| X Re-treaded tires | X Compost/mulch | <input type="checkbox"/> Rubberized Asphalt Concrete |
| X Janitorial paper products | X Containers/storage systems | X Others, please list |
| X Re-refined oil | | <u>re-used textbooks</u> |

Equipment/vehicles using re-refined oil: (mowers, trucks, vans etc.)

Two school buses, one school van, and riding lawn mowers

(2 pts.)

Evaluate your Recycled-Content Purchasing Policy or Directive

1. What areas need improvement?

The district will encourage suppliers to make recycled and recyclable products more available for purchase.

(2 pts.)

2. What aspects have been successfully implemented?

Running City School teachers have been successful in purchasing partial or whole sets of used textbooks. A strong effort is always made to purchase recycled products.

If the applicant receives a grant award, as part of the final report they will be required to provide information on the amount of recycled-content products purchased such as paper, re-refined oil, paint, compost, etc. that are used in the performance of the contract (required as part of Public Contract Code Sections 10308.5 and 10354).

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

PROGRAM CRITERIA
RECYCLING AND SUSTAINABLE PRACTICES PROGRAMS
(Criterion #8 - 5 Points)

Provide evidence that a recycling and a sustainable practices program has been developed and implemented by the public entity to recover materials from the waste stream. Provide evidence that the program mitigates or avoids adverse environmental effects.

(3 pts.)

Explain how the applicant handles easily recycled internal waste such as paper, bottles, and cans. Describe how the applicant integrates waste management and recycling practices into its special events and/or recreational programs at the project location. How does the applicant's recycling program lessen or avoid unfavorable environmental effects.

All rooms within the school campus have recycling bins for all used paper products that are picked up by a local recycling company. The kitchen and teachers' lounge have recycling bins for bottles and cans. All school employees utilize these bins. Money received through our recycling efforts is put towards our school garden project. All cardboard is recycled in large outdoor recycling bins. Printer and toner cartridges from computer printers and copy machines are all recycled. Organic waste from the school garden is composted and mulch is used in all garden beds and in other garden areas on the school grounds. District administration encourages full utilization of all materials prior to disposal by using waste paper for scrap and notepaper and conserving and efficiently using all supplies including pencils, pens, scrap paper, old crayons, paint, etc. until they can no longer be used. Double-sided copying is highly encouraged. Our Artist-in-Residence is very conscientious about using supplies. She has been known to create art projects based on materials leftover from past projects. She pulls paper out of recycling bins for sketching and will find a use for even the tiniest piece of paper in a collage or other project. Whenever possible, the kitchen avoids using consumable products and prepackaged foods and purchases food items in bulk reducing the amount of waste released to landfills. Also, students are given only foods that they choose to eat to avoid excess food waste.

During special events and/or recreational programs recycling bins for glass and plastic bottles and cans are prominently displayed and we coordinate with the city's award winning recycling program. During large events where food is served, paper products such as napkins and plates are used efficiently to avoid excess waste and every attempt is made to reduce the consumption of consumable products.

(2 pts.)

Evidence of performing sustainable practices (Sustainable practices are procedures that result in resource conservation and/or efficiency). Check the boxes that correspond to the sustainable practices your agency participates in.

Grass Cycling	Composting / Mulching	X Sustainable Construction
X Integrated Pest Management	X Water-Efficient Landscaping	Green Operations/Maintenance
X Energy Efficiency	Demolition / Debris Recycling	Renewable Energy

Other, describe:

PROGRAM CRITERIA
PRIOR WASTE TIRE PLAYGROUND COVER OR TRACK SURFACING GRANT
(Criterion # 9 - 5 points)

CHECK ONE BOX
(0 pts.)

- ☐ This track and recreational facility has been awarded a Playground Cover and/or Track and Other Recreational Surfacing grant funded from the California Tire Recycling Management Fund offered by CIWMB during either of the last two grant cycles (fiscal years 1999/2000, and/or 2001/2002). Check this box if your agency has been awarded a grant.

OR

(5 pts.)

- ☐ **X** This track and recreational facility has received no Playground Cover and/or Track and Other Recreational Surfacing funding from the California Tire Recycling Management Fund offered by CIWMB during either of the last two grant cycles (fiscal years 1999/2000, and/or 2001/2002). Check this box if your agency has NOT been awarded a grant.

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

PROGRAM CRITERIA
ESTIMATED COST PER CALIFORNIA WASTE TIRE DIVERTED FROM THE WASTE STREAM
(Criterion #10 - 10 points)

The applicant will receive points based on the number of waste tires diverted from the waste stream as it relates to the cost per tire. The cost per tire is calculated by dividing the total sum of the grant plus match (as listed on the application cover sheet) by the total number of tires used. (See Instructions pages 6 and 7 for a description of eligible and ineligible costs.) Tip: If the manufacturer is only able to indicate the number of pounds of rubber used in the project, CIWMB estimates that twelve (12) pounds of rubber can be recovered from each waste tire.

NOTE: If the applicant does not provide an accurate calculation, zero (0) points will be awarded for this criterion.

\$55,882 in eligible costs/3175 waste tires used for the project = \$17.60

Example of cost per tire calculation using the sample budget provided in the Appendices.

<u>\$200,000</u>	/	<u>5,221</u>	=	<u>\$38.31</u>
Total eligible cost	(divided by)	number of tires		total cost per tire

PROGRAM CRITERIA
ECONOMIC NEED
(Criterion #11 - 5 points)

Please check only one box and provide the project zip code and the zip code median household income in the space provided below. To find the median household income of the project, refer to page 8 of the "Application Information and Instructions." Applicants that qualify for five (5) points also qualify for "Extreme Financial Hardship" and need only provide a match of fifty percent (50%) of the total grant amount requested. The following points are assigned based on the zip code median household income of the project's physical location.

- ☐ The project is located within a zip code for which the median household income is at or over 75.01%.
(0 Points)
- ☐ The project is located within a zip code for which the median household income is between and including 70.00% - 75.00% (\$25,059 - \$26,849) of the state median household income (\$35,798).
(2 Points)
- ☒ The project is located within a zip code for which the median household income is between and including 64.01% - 69.99% (\$22,912 - \$25,058) of the state median household income \$35,798.)
(3 Points)
- ☐ The project is located within a zip code for which the median household income is at or below 64.00% (\$22,911) of the state median household income (\$35,798.) **(5 Points)**

Project Zip Code: 12345 Zip Code Median Household Income: \$24,300

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

Please submit an approved resolution with your application or the following acknowledgement.

☐ Approved resolution enclosed in the application.

☒ Our governing body will consider this resolution on: November 8, 2002

☒ We acknowledge that the approved resolution must be received by CIWMB no later than Dec. 1, 2002
(initial)

SAMPLE RESOLUTION

WHEREAS, the people of the State of California have enacted Assembly Bill 1843 (Brown, Statutes of 1989, Chapter 974) that provides grants to public entities involved in activities that result in reduced landfill disposal of used whole tires and reduced illegal disposal or stockpiling of used whole tires; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program for the State, setting up necessary procedures governing program applications; and

WHEREAS, said procedures established by the California Integrated Waste Management Board require the applicant to certify by resolution approval of the application before submission of said application to the State; and

WHEREAS, if awarded a grant, the applicant will enter into an agreement with the State of California for development of the project;

*NOW, THEREFORE, BE IT RESOLVED that the _____ (*Title of Governing Body*) authorizes the submittal of an application to the California Integrated Waste Management Board for the 2002/2003 Waste Tire Track and Other Recreational Surfacing Grant Program. The _____ (*Title of Official, or his/her authorized designee*) of the _____ (*Name of Entity/Agency/Government*) is hereby authorized and empowered to execute in the name of the _____ (*Name of Entity/Agency/Government*) all necessary documents, including but not limited to, applications, agreements, amendments and payment requests necessary to secure grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the _____ (*Title of Governing Body*) this _____ day of _____, _____. Effective: _____, _____.

ATTEST:

Signed: _____ Date: _____
(Name and Title of Official Authorized to Sign)

* The wording in this Sample Resolution is appropriate for a jurisdiction applying individually. See below for alternative wording for regional program resolutions.

Lead Applicant for a Joint Agreement: NOW, THEREFORE, BE IT RESOLVED that the _____ (*Name of Entity/Agency/Government*) authorizes the submittal of a regional application on behalf of _____, _____, _____, _____, and _____ to the California Integrated Waste Management Board for the 2002/2003 Waste Tire Track and Other Recreational Surfacing Grant Program. The _____ (*Title of Official, or his/her designee*) is hereby authorized and empowered to execute in the name of _____ (*Name of Entity/Agency/Government*) all necessary documents, including but not limited to, applications, agreements, amendments and payment requests necessary to secure grant funds and to implement and carry out the purposes specified in the grant application.

Cooperative Project Participants: NOW, THEREFORE, BE IT RESOLVED that the _____ (*Name of Entity/Agency/Government*) authorizes the _____ (*Name of Lead Entity/Agency/Government*) to submit to the California Integrated Waste Management Board a regional application for the 2002/2003 Waste Tire Track and Other Recreational Surfacing Grant Program on its behalf. The designee of _____ (*Name of Lead Entity/Agency/Government*) is hereby authorized and empowered to execute all necessary documents, including but not limited to, applications, agreements, amendments and payment requests necessary to secure grant funds and to implement and carry out the purposes specified in the grant application.

Grant Applicant: Running City Unified School District

Name of Project and Location: Running City Elementary School Track-Running City, Ca

APPLICATION SUBMITTAL

Applicants must submit an original and three copies of the complete application, with the original marked "Original," and the copies marked "Copy," to the address below. Applications must exhibit a commercial carrier tracking number or be postmarked on or no later than **Friday, November 1, 2002**. Applications postmarked after this date will be returned to the applicant and will not be considered for grant funding. Hand-delivered, faxed, or E-mailed applications will **not** be accepted at any time. CIWMB strongly recommends that applicant's use priority or overnight mail to delivery their application package. Applications must be in a font no less than 10 points, printed on recycled-content paper, double-sided, and fastened in the upper left-hand corner (do not bind the applications).

Other than the Resolution, missing or corrected information received after the deadline will be returned to the applicant and will not be considered. It is the applicant's responsibility to ensure that the application is submitted on time to CIWMB.

The following is the U. S. postal mailing address:

**California Integrated Waste Management Board
Waste Tire Track and Other Recreational Surfacing Grant
Financial Assistance Branch, Grants Administration Unit
ATTN: Philip Poon
P.O. Box 4025, MS 10
Sacramento, CA 95812-4025**

The following physical address is necessary for applications sent by commercial carrier:

**California Integrated Waste Management Board
Waste Tire Track and Other Recreational Surfacing Grant
Financial Assistance Branch, Grants Administration Unit
ATTN: Philip Poon
1001 "I" Street, 19th Floor, MS 10
Sacramento, CA 95814**



Note: The CIWMB strongly discourages the use of standard certified/registered mail for the delivery of applications, because of the inherent delays in that method of mail delivery.